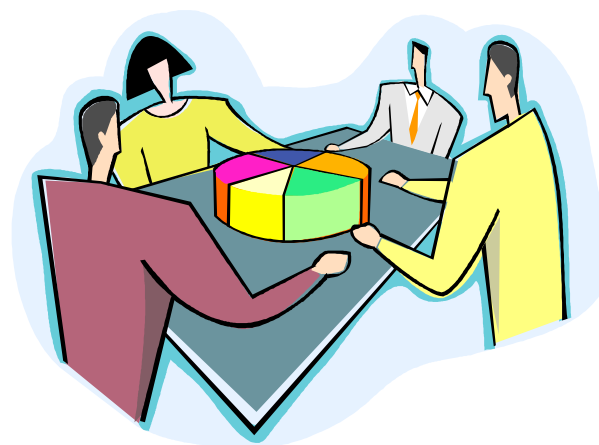


NOAA Aviation Safety Policy Workshop



***Session Results
March 16-17, 2005***

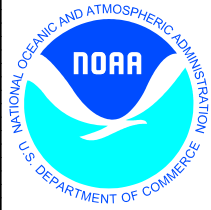
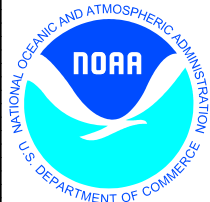


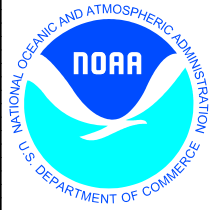
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Participant List

Aviation Safety Policy Re-Write Meeting (Mar 16-17 2005)					
		In Person		Remote	
Office	Name	Wed	Thurs	Wed	Thurs
NMAO	Deb Barr	√	√		
NMAO	Harris Halverson	√	√		
Acquisitions and Grants	Don Kraus	√	√		
NOAA General Counsel	Joel Labissionnaire	√			
NOAA General Counsel	Nancy Briscoe	√	√		
AOC - Operations	Rob Poston	√	√		
AOC - Safety	Mike Silah	√	√		
AOC - Medical	Bruce Topey	√	√		
NMAO - Medical	Mike Vitch	√	√		
NMFS - Line Office Rep	Rick Brown	√	√		
NMFS	John Pierson	√			
NMFS - Enforcement	Mark Spurrier		√		
NMFS - SEFSC	Aleta Hohn	√	√		
NOS - Line Office Rep	Dave Rathbun	√			
NOS - ORR	Ken Barton	√	√		
NOS - RSD	Brian Taggart	√	√		
OAR - Line Office Rep	Ralph Rogers	√	√		
OAR - CMDL	Jason Seifert			√	√
OAR - CMDL	Don Neff			√	
OAR - CMDL	Patrick Sheridan			√	√
OAR - CMDL	Russ Schnell			√	√
OAR - ARL	Ed Dumas			√	√
NWS - Line Office Rep	Kate Schlachter	√	√		
NWS - AKRO	Fred Peters	√	√		
NESDIS - Line Office Rep	Amanda Bittinger			√	√
NOAA Safety	Craig Gillis	√	√		



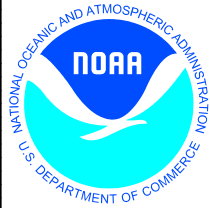
Next Steps

1. Propose to the NEC that any operations that currently comply with the proposed NAO can activate their operations.
2. Address important details of execution of the NAO with urgency:
 - Defining minimum standards
 - Building the continuum of training requirements

We have been given a grace period to be compliant. We will be fully compliant by (Date TBD).
3. We need to know – with whom can we charter? (NMFS). In the meantime, seek a waiver. Get the aircraft inspected and feed it into the accepted vendor process.
We can set up blanket purchasing agreement with quality requirements.
4. When Deb sends survey out, send back 100% requirement ASAP!
RADM DeBow should send it to the Deputies
5. Send the NAO to the Deputy AAs.

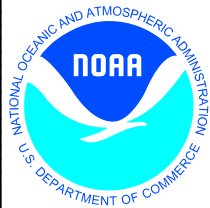
Parking Lot

- How do we deal with union issues?



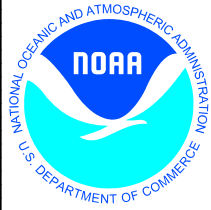
RADM DeBow's Opening Remarks:

- In 2003 NOAA was challenged to be best in class in safety policy and programs.
- NOAA employees are the most valuable asset.
- We've been charged with creating a safety policy for NOAA's use of non-NOAA aircraft.
- We have the backing of the leadership in our organization to continue down the path we've been taking.
- We are hardwired on a path to get approval from leadership on the solutions we come up with.
- We are planning on coming to a solution by July 1st – our policy will be set.



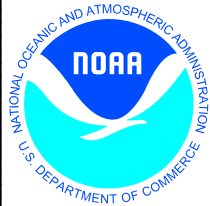
Draft NAO Issues and Decisions





Issues with Draft NAO

1. Scope of NAO
2. Aircraft Operation Database
3. Complexity of Program Structure
4. Aviation Safety Board Membership
5. Transportation versus Operations
6. Medical Screening
7. POV Aircraft
8. NOAA Scientists/Pilots
9. Accident/Incident Reporting
10. Observer Participation
11. NOAA Minimum Safety Standards
12. Training



Issue 1 – Scope of NAO

Decision:

- Medical screening, Safety Training, and Safety Equipment Policy applies to NOAA aircraft and non-NOAA aircraft
- Do not extend safety policy to grants.
- Require contracts to be written correctly to apportion liability and responsibility for safety.
- The scope of the NAO should not include contracts for data.

Issue 2 – NOAA Aircraft Operator Database

Decision:

- Maintain a database with reciprocity with all ICAP members and those NOAA approves (we accept their standards).
- An exclusion in the NAO will reflect other government aircraft which may include selected foreign.
- Adjust the survey form to include a desirable country list.
- Waivers possible for last minute or unique event needs and will include our suggestions “look” to put on the approved list (waiver process).

Issue 3 – Complexity of Program Structure

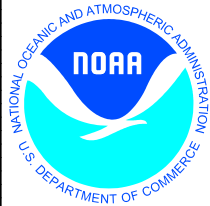
Decision:

- Create an Aviation Safety Program which is a separate corporate entity charged with providing tools/training and ensuring use by the Line Offices.
- ASP is responsible for developing the tools and training.
- Accident investigation is a centralized role (NTSB right of refusal).
- Remove the unit supervisor and field unit supervisor levels from the NAO.
- It is the responsibility of the LO to designate someone to respond to program requirements linked to the ASP body (attend Safety Council, meetings, disseminate information, etc.)

Issue 4 – Aviation Safety Board Membership and Authority

Decision:

- Authority – reports to the Safety Council
- Recommends policies, guidance, standards, training, funding, staffing
- Solicits and addresses issues and needs of each LO
- Communicates lessons learned to the ASP in audits and evaluations
- *Chair*



- ASP Program Manager (non-voting member)

- *Membership*

- | | |
|---|-------------------|
| <ul style="list-style-type: none">- NMAO Aircraft Operations Center (AOC) Aviation Safety Officer- NMAO AOC Science and Engineering Representative- NMAO AOC Flight Operations Representative- NMAO AOC Maintenance Representative | <i>(one vote)</i> |
|---|-------------------|
- NMFS Representative
 - NOS Representative
 - OAR Representative
 - NWS Representative
 - NESDIS Representative
 - NFA Safety Representative

- *Observers (non-voting)*

- GC
- Contracts
- Consultants
- HR

- *Executive Secretary*

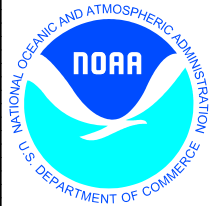
- ASP Staff

- One vote per Line Office
- Include role in job descriptions
- 3 year term of office

Issue 5 – Transportation versus Operations

Decision:

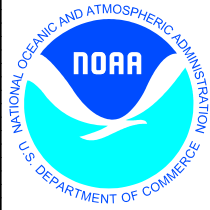
- Transportation is defined as movement of persons and/or property from point A to point B accomplished under 14 CFR Part 135 or 121 with no deviation to accomplish aerial survey, data collection, or observation
 - Passenger Aviation Safety Training limited to e-learning and briefing provided by aircraft crew before take-off
 - Life support equipment provided by aircraft operator as per their air carrier operating certificate
- Mission Operations is defined as all flight activity other than transportation
 - Medical screening is required
 - Aviation Safety Training and Life Support equipment related to the type of flight operation required



Issue 6 – Medical Screening

Decision:

- NOAA policy to provide consistent minimum “safety standard” for all people on official duty on NOAA and non-NOAA aircraft (provide environment free from hazard)
- Covers all qualified non crew members and passengers
 - Process applies to all aircraft under this policy
 - For full service contracts – we don’t have to manage screening
- Everyone is subject to medical screening – different medical standards applied based on role (flight crew, air crew, qualified non-crewmembers/passengers)
- NOAA medical community will design a simple checklist (one pager) to use for medical screening of qualified non-crewmembers and “passengers.”
- Include mandate to inform Medical of any changing conditions – initial the statement on the form
- Qualified non-crewmembers and passengers receive “NOAA up-chit” from NOAA medical personnel to indicate they are medically cleared to fly
- Frequency of screening for NOAA “up-chit” equivalent to FAA 3rd Class Medical:
 - Under 40 years of age (valid for 36 months)
 - Over 40 years of age (valid for 24 months)
- Supervisor/manager/commander reminds employee of update
- Build update mechanism into the process
- Send notification to supervisors if denied to fly (after all yes’s have been evaluated)
- Passenger/observer who happens to be a pilot – 3rd class current already meets requirements
- We accept a valid FAA 3rd class medical (or better) and DOD up chit
- Special real time “emergency procedure” for very short-notice situations – 24/7 access to NOAA medical community
- 24 hours is a reasonable amount of time to expect response from NOAA medical community
- Is there a waiver process at flag level?
 - Admiral DeBow/Admiral Lautenbacher define who’s VIP for waiver
- Apply waiver process for VIPs (VIP to be defined by RADM DeBow and Admiral Lautenbacher)
- NOAA will do mass pre-screening of qualified non-crewmembers and potential “passengers” and maintain information in a database. A simple checklist (one pager) will be handled by NOAA medical community



- Propose to the NEC that we would like IT support to make this an automated process.

IT Requirements – Success Dependency:

- Centralized database
- Web-based secure medical screening – single form
- Mechanism to remind employees to update if changed medical conditions
- Automatic notice to supervisor of changes in fitness status
- Allow for “paper trail”
- Support timely turnaround on special cases
- Signature required by applicant

Issue 7 – POV Aircraft

Decision:

- Privately owned aircraft can only be used for transportation (per definition) consistent with federal travel regulations.

Issue 8 – NOAA Scientists/Pilots

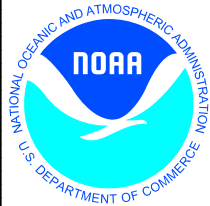
Decision:

- There is one standard for all NOAA pilots including flight hours, certification, medical. All pilots must meet the minimum standard.
- The current manual should reflect minimum requirements.
- The AOC flight manual should have a chapter reflecting the Designated Pilot Program.
- The AOC will maintain the records for the “designated pilots program” component. It will require one more FTE (GS-6) at AOC.

Issue 9 – Accident/Incident Reporting

Decision:

- Reference the NTSB definitions.
- Reference the other things to be reported: incidents with potential.
- Make the aircraft operator responsible for reporting issues with the plane.
- Issues with personnel must be reported by NOAA personnel in accordance with the safety NAO.



Issue 10 – Observer Participation

Decision:

- Medical screening is required.
- Plane-side briefing by Flight Crew may be adequate. However, final determination of adequate preparation will be determined by the Aviation Safety Board.

Issue 11 – Appendix B – NOAA Minimum Aviation Safety Standards

Decision:

- This needs to come out of the NAO and be delineated by the ASP and the Board.
- LOs should offer respective requirements.
- Details and minimum standards should be separate from the NAO.
- The standards should be tied to the accepted list of vendors.

Issue 12 - Training

Decision:

- All NOAA employees/NOAA contract employees will be required to have training/ALSE.
- NOAA Line Offices shall ensure NOAA employees/contractors have the requisite training as prescribed by the Aviation Safety Board.
- The Board's decision of prescribed training will be calculated and based on a continuum according to the mission, aircraft type, trip frequency.
Courses may include:
 - Water survival
 - High altitude
 - Cold weather (Arctic)
 - Safety briefs by crew members
- We will communicate a vision for a longer term "Best in Class" Safety Program in which all non-qualified crew members and passengers are trained at the 100% level.
- We will provide and estimate the numbers of NOAA employees/contractors who would require training, for the "100% Best in Class" Aviation Safety Program.